

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

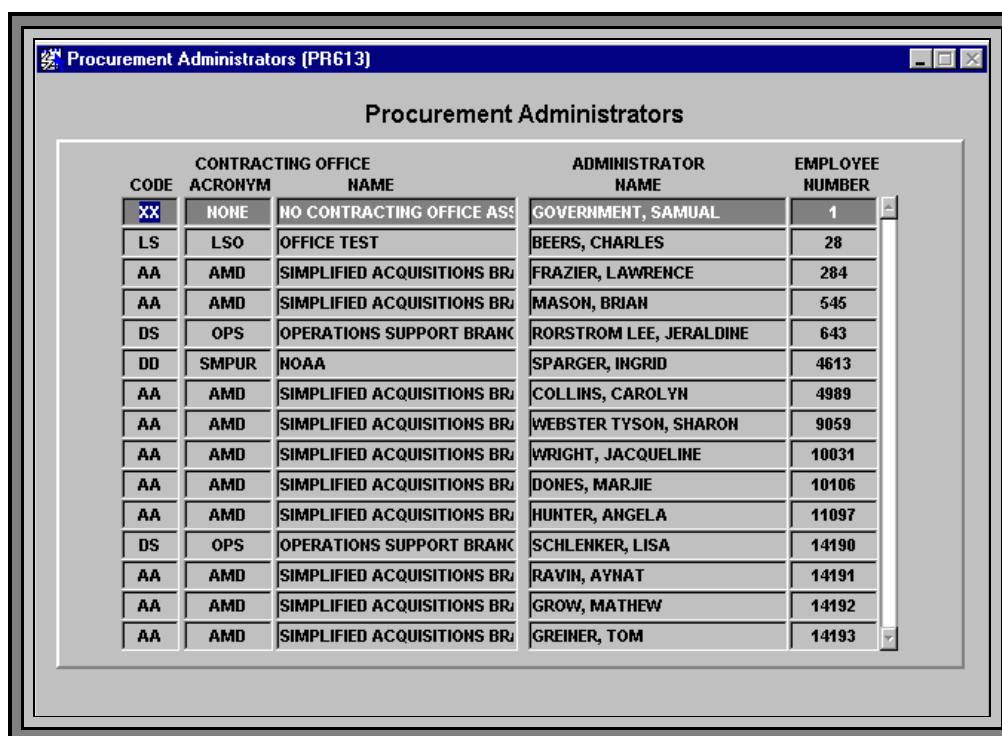
26. View Procurement Administrators

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|-------------|-----------------------------------|---|
| 26.1 | Introduction | This procedure describes how a user can query information about a contracting office's procurement administrator. This screen can not be used to edit this information. |
| 26.2 | Who Performs the Procedure | Administrators will primarily be using this screen. |
| 26.3 | Initiating the Process | The Procurement Administrators screen gives users the access to view contracting office acronyms, the full contracting office name, and the associated contracting office administrators. |
| 26.4 | Accessing the System | From the Main Menu, select Maintenance. From the Maintenance menu, select Admin. From the Admin menu, select "PR613 - Procurement Administrator Look Up". Follow the steps below for PR613. |

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- 26.5 Querying an Administrator** This procedure describes the steps necessary to query and display a contracting office administrator as well as the associated contracting office information.

PR613 - Procurement Administrators



The screenshot shows a window titled "Procurement Administrators (PR613)". Inside the window, there is a table with the following data:

CODE	ACRONYM	CONTRACTING OFFICE NAME	ADMINISTRATOR NAME	EMPLOYEE NUMBER
XX	NONE	NO CONTRACTING OFFICE ASS	GOVERNMENT, SAMUAL	1
LS	LSO	OFFICE TEST	BEERS, CHARLES	28
AA	AMD	SIMPLIFIED ACQUISITIONS BR	FRAZIER, LAWRENCE	284
AA	AMD	SIMPLIFIED ACQUISITIONS BR	MASON, BRIAN	545
DS	OPS	OPERATIONS SUPPORT BRANC	RORSTROM LEE, JERALDINE	643
DD	SMPUR	NOAA	SPARGER, INGRID	4613
AA	AMD	SIMPLIFIED ACQUISITIONS BR	COLLINS, CAROLYN	4989
AA	AMD	SIMPLIFIED ACQUISITIONS BR	WEBSTER TYSON, SHARON	9059
AA	AMD	SIMPLIFIED ACQUISITIONS BR	WRIGHT, JACQUELINE	10031
AA	AMD	SIMPLIFIED ACQUISITIONS BR	DONES, MARJIE	10106
AA	AMD	SIMPLIFIED ACQUISITIONS BR	HUNTER, ANGELA	11097
DS	OPS	OPERATIONS SUPPORT BRANC	SCHLENKER, LISA	14190
AA	AMD	SIMPLIFIED ACQUISITIONS BR	RAVIN, AYNAT	14191
AA	AMD	SIMPLIFIED ACQUISITIONS BR	GROW, MATHEW	14192
AA	AMD	SIMPLIFIED ACQUISITIONS BR	GREINER, TOM	14193

STEP	ACTION
1.	<p>Place the cursor in any field and click on the “Enter Query” icon on the toolbar. Then, there are several options for querying:</p> <p>To retrieve all records in the system, do not enter data in any of the fields.</p> <p>To retrieve data specifically by CONTRACTING OFFICE CODE, ACRONYM, NAME, ADMINISTRATOR NAME, or EMPLOYEE NUMBER, enter the relevant information in the applicable field.</p>

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STEP	ACTION
	<p>To retrieve only a subset of records, enter the relevant information in the applicable fields to narrow the search. The ‘%’ character can be used in most fields as a wildcard character. For example, to query all administrators whose name include an ‘r’, type %r%.</p>
2.	<p>Click the “Execute Query” icon in the toolbar to execute the query. The system will retrieve all contracting office administrators meeting the specified criteria.</p> <p>Note: The screen will automatically default to the purchase order view.</p>
3.	<p>Use the “up” and “down” arrows in the toolbar or on the keyboard to view the retrieved data.</p>